



EMPLOYEE RESPONSE TO EMERGENCIES

**Federal Aviation Administration
William J. Hughes Technical Center
Atlantic City International Airport
Atlantic City, NJ 08405**

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Introduction and Phone Numbers

The purpose of this guide is to promote the safe evacuation of Technical Center employees in the event of an emergency. This publication addresses some of the emergencies that may require evacuation. If you notice an emergency situation, contact your Supervisor or Security.

Your judgment often determines whether or not a situation is an emergency.

There is a Security Guard on duty 24 hours a day; see the phone numbers listed below.

Any questions regarding emergency procedures should be addressed to your Supervisor, **Enterprise Security, ACX-3 @ extension 5-4040** or the **Safety Office, ACX-42 @ extension 5-5998**.

**FAA William J. Hughes Technical Center
EMERGENCY PHONE NUMBER**

1111

What is the procedure for evacuation of the Little Flyers Academy?

In the event of a fire, bomb threat, gas leak or any other situation where it becomes necessary to leave the childcare center and not RE-ENTER the building. The following plan will immediately be put into action.

1. The Academy Director or individual in charge will call 1111 and notify them of the situation.
2. All classroom teachers will lead their children out the door and walk them to the playground. Teachers will take their attendance books with them.
3. The Academy Director or staff person in charge will walk through the building to make certain that all the children have safely left the Center. That individual will then join the others on the playground.
4. Parents shall be notified by telephone, if possible. All children must be picked up from the playground.

What do I do if we are told to evacuate the building? (No alarm sounded)

1. The Public Address System will be used to provide you with instructions for a building evacuation (not a fire evacuation). Where Public Address Systems are unavailable, your supervisor or emergency personnel will provide you with instructions.
2. Follow all instructions given over the Public Address System, or from your supervisor or emergency personnel.
3. Be aware of people with disabilities who are in your area and may require your assistance. Be prepared to help them down the stairs if necessary (do not use the elevators unless you are directed by security / emergency personnel). Evacu-tracs are available in Bldgs. 300 and 301 to assist in the evacuation of people with disabilities.
4. If you are instructed to evacuate, **BEGIN TO EVACUATE IMMEDIATELY**. If you are on a lower floor, it is critical that you evacuate immediately. It is important that people on the upper floors are not delayed in the stairwells as they descend to the lower floors. **NEVER** return up the stairs until instructed to do so by security / emergency personnel.
5. Secure all classified material in an appropriate manner before leaving your work area.
6. If the weather is inclement and it won't delay your exiting, take your coat with you. If you are at your work area, take your wallet / purse, and identification. If you are away from your work area when told to evacuate, do **NOT** go back to get your personal things.
7. Do **NOT** use elevators unless you are directed by security / emergency personnel.
8. Walk quickly and calmly to the nearest marked exit and ask others to do the same. Know the location of two exits from your area. (If your health permits, practice walking the exit route so you are familiar with it in an emergency.) Evacuation routes have been posted in all areas.
9. Using the emergency exit stairwell, proceed down the stairs to the first floor.
 - a. **Stay to the right if emergency workers come up the stairs while you are evacuating.**
 - b. Assist others who may need help.
 - c. If necessary, remove high-heeled shoes to effect a safe and rapid evacuation.
10. Immediately exit the building and proceed to a distance of approximately 200 feet from the building and await further instruction.
11. Do not re-enter the building until you hear the "all clear" siren or are told by security / emergency personnel. Buildings 27,28, 270, 300 and 301 are equipped with "all clear" sirens.
12. Supervisors will account for all employees and notify security / emergency personnel if required. Rescue and medical duties will be accomplished by the Fire Department.

What to do if directed to “Shelter-in-Place” (i.e., remain in the building)

What does it mean to Shelter-in-Place?

- Sheltering-in-place means that you should remain indoors at your present location with doors and windows kept closed. This could mean remaining at your desk or proceeding to another location in the building.
- If you are outside, seek shelter inside a building immediately.
- Shelter-in-place is a protective action that lessens/minimizes a person’s chance of injury when an emergency occurs outside the building such as severe weather (tornado, hail, etc.), or the release of a hazardous substance such as natural gas, or chemical spill.
- Shelter-in-place is designed to be short term, perhaps a few hours. The concept of sheltering-in-place is to provide some measure of safety from the time an emergency occurs until there is sufficient reliable information about the emergency such as: Is it a chemical spill, dirty bomb, etc.? Where did it occur? What is the wind direction? Once sufficient information is received, a decision will be made on the actions to take. The type of emergency will determine the length of time we shelter-in-place.

What actions should I take when I am directed to Shelter-in-Place?

- Listen for instructions over the Public Address System or from your supervisor.
- Follow instructions to
 - Remain at your workstation or
 - Proceed to another location such as an interior hallway being sure to shut all windows and doors leading to the hallway.
- Turn off any fans or heaters to reduce the spread of contamination.
- Stay away from windows.
- If you must use the phone, keep conversations short to keep the lines open.

What actions will be going on to provide me with updated information?

- If it is appropriate, Facility Management will begin closing down the building’s ventilation systems.
- Emergency Management will be monitoring TV, radio, and other communications to keep abreast of the emergency situation.
- Emergency Management will be contacting/interacting with emergency personnel as appropriate.
- Emergency Management will provide periodic updates on conditions and what additional actions you should take, such as:
 - Continuing to shelter in place in one’s work areas
 - Moving the shelter-in-place location from one’s work area to another location in the building, such as interior hallways (away from windows).
 - Initiating an evacuation of the building
 - Giving the “All Clear” signal (which means there is no longer a need to shelter-in-place)
- Once the decision is made to shelter-in-place, Emergency Management may require persons who enter the building from the outside to remain in a special area so they don’t spread contaminants.

What if I am not at or near the FAA building or my office and am directed to Shelter-in-Place?

- If you are directed to shelter-in-place, no matter where you are you should follow those instructions and shelter in the building where you are or if you are outside, go into the nearest building.
- Without endangering yourself, it is also important that during the workday you follow your office procedures and contact your supervisor or office to inform them of your location.

What do I do if there is a fire?

If you notice a fire:

- **Dial Ext. 1111. Give the following information:**

1. Building Number
2. Location of fire in the building.
3. Description of the fire.

- **Simultaneously have co-workers:**

1. Notify others in your area.
2. Assist anyone who needs help evacuating.
3. Activate a fire pull station.

If you become trapped in a building during a fire:

- If you are on the ground floor and a window that opens is available, carefully climb out if you can do so safely.
- If there is no window, stay down on the floor, the air will have less smoke. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC.**
- If you are in a room with the door closed, feel the door with the back of your hand. If the door is warm, do not open it. If smoke is entering the room through cracks around the door, stuff something in the cracks to slow the flow.
- **If you are on an upper floor** and cannot reach one of the stairwells, go to an office with a window, close the office door, go to the window and wave with something so emergency crews see you.

Fire Prevention

- Know the location of fire exits and exit stairwells. Smoke in designated areas only and extinguish all smoking materials in the proper receptacles.
- Do not prop open fire doors or stairwell doors. Report fire and stairwell doors that do not close properly to the Facility Management Trouble Desk **Ext. 5-4122**.
- Report any exposed electrical wiring to the Facility Management Trouble Desk **Ext. 5-4122**.

What do I do if I receive a bomb threat?

Bomb threats are normally received by telephone, although they might be received via mail or by hand delivered message. Keep the DOT Bomb Threat card (FAA Form 1600.53) under your telephone.

If you receive a bomb threat by telephone, you should:

1. Without alerting the caller, attempt to get the attention of your supervisor or another person in your area, and point to this memo's subject line or write "BOMB" on paper and show it to him/her.
2. **Your Supervisor or co-worker should call Security at Ext. 1111.**
3. The person who receives the call should listen closely to the call so you can identify:
 - a. Voice and speech characteristics
 - b. Background noises from the area from which the call is made.
 - c. Information relating to location or placement of the bomb.
 - d. Time the bomb is to detonate.
4. **The person receiving the bomb threat call must write down everything they remember.** Use the checklist on the Bomb Threat Card to prompt your memory.
5. **Anyone who finds an actual or suspected bomb** or a suspicious package/container must contact Security at **Ext. 1111** immediately and report its location and description.
6. Upon receipt of a bomb threat, employees will conduct a visual search (time permitting) of their workspace to identify any unusual or out of place items that could be a bomb. If located, an orderly evacuation will be conducted.
7. Do **NOT** in any way disturb, touch, or move the item.
8. **Transmitting on two-way radios and cell phones in the vicinity of a bomb, suspected bomb, or suspicious package/container, may be hazardous. Radios and cell phones in the vicinity of a bombsite should remain "off" until the matter is resolved.**
9. **WHEN EVACUATION IS NECESSARY, PERSONNEL SHOULD USE THE ESTABLISHED EVACUATION PROCEDURES FOR THE FACILITY.**
10. **Supervisors:** Ensure that all personnel read this document and the bomb/threat report checklist. Maintain a copy of the Bomb Threat Card near each telephone. (Obtain this checklist from the Security Console in Building 300.)
11. If you have any questions regarding Bomb Threat procedures, contact the Security COTR at **Ext. 5-4848.**

What do I do if there is an emergency involving radiation?

What are some ways in which an emergency involving radiation could occur?

- Dirty bomb
 - Made by wrapping radioactive material around a core of ordinary high explosives, and detonating it so that radioactive contamination spreads over the widest possible area.
 - There are two hazards in a dirty bomb: the bomb blast and the radioactive particulate matter or debris that will be scattered by the bomb blast. Radioactive particulates from a dirty bomb may travel several blocks or even several miles. They may remain airborne for hours or days. The extent and duration will be determined by the wind speed and direction.
 - There is a difference between a dirty bomb and a nuclear device:
 - The nuclear device is a weapon of mass **destruction**," said nuclear scientist Siegfried Hecker, former director of the Los Alamos National Laboratory. "Dirty bombs" are weapons of mass **disruption**, in terms of frightening people, the cleanup and the potential economic consequences.
- Nuclear power plant accident or release
- Release of radioactive material

What would happen if a dirty bomb were detonated near our offices?

- People in the blast area would be injured by the debris and would be exposed to radiation through contact with and inhalation of the dust and debris. If our building is intact, we may have the option to shelter-in-place for a limited amount of time or to evacuate.
- The concept of sheltering-in-place is to provide some measure of safety from the time an emergency occurs until there is sufficient reliable information about the emergency such as: Is it a bomb, dirty bomb, or etc.? Where did it occur? What is the wind direction? Once sufficient information is received, a decision will be made on the actions to take. The type of emergency will determine the length of time we shelter-in-place.

How will I be notified of a radiological emergency?

- Notification can occur in a number of ways such as the FAA public address system, local emergency management personnel, local radio and/or television Emergency Alert System station, National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and on-the-scene police officers, to name a few.
- The notification will be accompanied by instructions on what steps you should take, for example, whether to shelter-in-place or to evacuate.
- It is likely that there will be a period of uncertainty immediately after the event occurs. There may be a delay of several hours before officials can determine the exact nature of the emergency and whether radiological materials were involved. We may shelter-in-place until we have sufficient information.

I was directed to "shelter-in-place." What does that mean? Is it safer to evacuate?

- "Sheltering-in-place" means that you should remain indoors at your present location with doors and windows kept closed. If you are outside, seek shelter immediately. The structure will afford some shielding against certain types of radiation. Sheltering-in-place will allow time for some of the radiation to settle out or be dispersed by natural wind currents.

- Remember that a dirty bomb will disperse radioactive particles in a dust cloud so that leaving the shelter of a building may unnecessarily expose you to radioactive dust and debris. It could cause you to track radioactive dust into your workplace or home.

What do I need to do if I am ordered to evacuate?

Proceed calmly out of the building following the evacuation procedures.

In general, keep yourself upwind from the incident area (e.g. watch for wind indicators including flags) to avoid contaminating yourself, tracking ground contamination to other areas, and inhaling airborne contaminants.

What do I do if I suspect a biological agent has been released?

The following informational material was taken from the DOT Mail Handling Protocol dated October 17, 2001, which can be found at <http://osam.ost.dot.gov/Mail%20Training%2010-2001.htm>, and the October 12, 2001, Centers for Disease Control and Prevention Health Advisory, which can be found at <http://www.bt.cdc.gov/DocumentsApp/Anthrax/10122001Handle/10122001Handle.asp>. For additional information please visit those two websites. (As of February 20, 2003 both sites were still operational.)

What do I do if I open a letter and find it contains a powdery or other “suspicious” substance, or has a written statement that the item contains a harmful substance?

- Stop immediately!
- Do not shake, bump or empty the package.
- Put it down and do not touch it.
- Do not smell it, taste it, or try to analyze it.
- Isolate the immediate area where the item is located and make sure that no one disturbs the item. Evacuation of the entire floor or facility is NOT necessary.
- Notify Security at **Ext. 1111**, and your supervisor.
- Turn off fans to prevent any potentially harmful substance from circulating. Close doors and windows in the room where the letter or package is located.
- Wash your hands with soap and cool water for 30-60 seconds, and then wash your face. Ensure that other persons who may have touched the letter or package do the same.
- Do NOT allow anyone to leave who might have touched the item. If possible, make a list of persons who have touched it.
- Do NOT re-enter the area where the suspicious letter, envelope, or package is located. It is a potential crime scene and it is critical that you do not disturb any evidence. Above all, remain calm and wait for the arrival of emergency personnel.
- Give Security the list of persons who may have touched the item so that proper instructions can be given for medical follow-up.

What do I do if I receive an envelope with powder and powder spills on me or onto my work area?

- DO NOT try to CLEAN UP the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
- Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- WASH your hands with soap and cool water to prevent spreading any powder to your face.
- Notify Security at **Ext. 1111**, and your supervisor.
- REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- SHOWER with soap and cool water as soon as possible. *Do Not Use Bleach Or Other Disinfectant On Your Skin.*
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to Security so that proper instructions can be given for medical follow-up.

What if the room is contaminated by aerosol spray?

For example, a small device is activated that sprays a substance into the air; there is a warning that the air handling system is contaminated, or a warning that a biological agent was released in a public space.

- Turn off fans or ventilation units in the area.
- LEAVE area immediately.
- CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- Notify Security at **Ext. 1111**, and your supervisor.
- REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- SHOWER with soap and cool water as soon as possible. *Do Not Use Bleach Or Other Disinfectant On Your Skin.*
- If possible, list all people who were in the room or area. Give this list to Security so that proper instructions can be given for medical follow-up.

How can I identify suspicious packages and letters?

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

What do I do if I see a spill of an unknown material?

For spills and leaks when a fire or serious health emergency is not involved, you may take the following steps.

1. Alert Facility Management Trouble Desk immediately at **Ext. 5-4122**.
2. Notify supervision.
3. Do not endanger yourself by trying to contain the spill.

If in doubt about whether the spilled material is hazardous, evacuate the immediate area.

What do I do if a co-worker becomes seriously ill?

In a serious MEDICAL EMERGENCY:

DIAL Ext. 1111. Give the following information:

1. Building number or name.
2. Floor.
3. Column/Room.

Without endangering yourself, stabilize the ill/injured person as much as possible until help arrives.

What do I do if I notice a natural gas leak?

If you smell gas, alert those nearby and supervision and then immediately go (do **NOT** use the telephone in area where gas is present) to an area away from the smell and call Facility Management Trouble Desk at **Ext. 5-4122**.

What do I do if I notice a utility failure?

1. Call Facility Management Trouble Desk at **Ext. 5-4122**.
 - a. Give Nature of emergency.
 - b. Building location.
 - c. Notify supervisor.

What do I do if I notice an emergency light is out?

Notify Facility Management Trouble Desk at **Ext. 5-4122**.

What do I do if I notice a plumbing failure, flooding, or water leak?

Immediately notify Facility Management Trouble Desk at **Ext. 5-4122** who contacts the proper personnel. If you can do so without endangering yourself or others, attempt to protect assets until assistance arrives.

PRE-PLANNING BEFORE AN EMERGENCY

(Actions You May Want To Take Regarding Your Children
and Adult Family Members)

It is always better to plan what you and your family will do in an emergency **BEFORE** an emergency happens. As such, you may want to do the following pre-planning activities, particularly for emergencies where you may be directed to shelter-in-place while at work:

- Determine what procedures the schools or day cares have for sheltering-in-place in an emergency so that if you are notified in your work location to shelter-in-place you are confident that your children are also safe.
- Determine what procedures your adult family members will take if any of you are directed to shelter-in-place. If they work, determine what procedures there are for sheltering-in-place in an emergency. Share your plans with them.
- If there are no sheltering-in-place procedures at your children's school or family members' workplaces, get involved to ensure that procedures are developed.

The following websites for the Red Cross, Federal Emergency Management Agency (FEMA), and Centers for Disease Control (CDC) provide information and actions you and your family may want to take to be prepared before, during, and after an emergency:

<http://www.redcross.org/services/disaster/>
<http://www.fema.gov/library/prepandprev.shtm>
<http://www.bt.cdc.gov>